



COUNCIL WORK SESSION

Wednesday, December 06, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

UPDATED AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

1. 2:10PM - Employee Length of Service Recognition - Crystal King - 15 Years
2. 2:15PM – Discussion of Strand Street and Wapama Way Corner Lot
3. 2:25PM - Recreation Program Semi-Annual Report - *Recreation Manager Shanna Duggan*
4. 2:40PM - Planning Division Semi-Annual Report - *City Planner Jacob Graichen & Associate Planner Jenny Dimsho*
5. 2:55PM - Wastewater Collection System Capacity Improvements Project Update - *Public Works Director Mouhamad Zaher & Engineering Manager Sharon Darroux*
6. 3:10PM - Undergrounding Utilities at the S. 1st Street & St. Helens Street Intersection Update - *Public Works Director Mouhamad Zaher & Engineering Manager Sharon Darroux*
7. 3:25PM - Review New Building Permit Technician Job Description - *City Administrator John Walsh*
8. 3:30PM - Discussion Regarding Police Staffing
9. 4:00PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- December 6, 2PM, Council Work Session, Council Chambers/Zoom
- December 6, 7PM, Council Regular Session, Council Chambers/Zoom
- December 11, 4PM, Parks and Trails Commission, Council Chambers/Zoom
- December 11, 7:15PM, Library Board, Zoom
- December 12, 6PM, Planning Commission, Council Chambers/Zoom
- December 13, 4PM, Joint City Council/Planning Commission, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- December 20, 6:30PM, Zone Change at 475 N. 12th Street

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/88563089688?pwd=WW12S244ektuN3dYL2VRUDJYVXYxdz09>

Meeting ID: 885 6308 9688

Passcode: 410775

Dial: 253-205-0468

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.



LENGTH OF SERVICE RECOGNITION

To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: December 6, 2023

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the December 6 Work Session.

15 Years

Crystal King started working for the City in 2008 as a Receptionist/Utility Billing Specialist. In 2011, she was promoted to Planning Secretary. In July of 2012, she became the City's Communications Officer where she still serves the City and community today. Crystal has been an integral part of the City's efforts to inform the public about everything that goes on with City projects and activities. She does a phenomenal job!

Deputy City Recorder Lisa Scholl had this to say, "I have had the pleasure of working with Crystal since she began. She has a great work ethic, is always willing to help her colleagues, quick to learn new programs, and excels at communicating accurate information. If there's ever a disaster, Crystal is someone you will want by your side. Her ability to remain calm during all situations is outstanding. She is truly an asset to the City."

Rachael Barry, the City's Government Affairs Specialist, said this about Crystal, "Crystal deeply understands that not all news is good news, and she goes out of her way to inform the people we serve of the workings, processes, and realities of local government. Her measured and strategic approach to the work and how we communicate it brings calm and clarity to all types of situations. Crystal works hard to present things so that citizens can understand and engage with our city. Her skill at communicating core ideas in formats that can reach diverse audiences across the region is amazing. Crystal is mission driven and believes in engaging with, and delivering for the people we serve. She is a hero and delightful!"

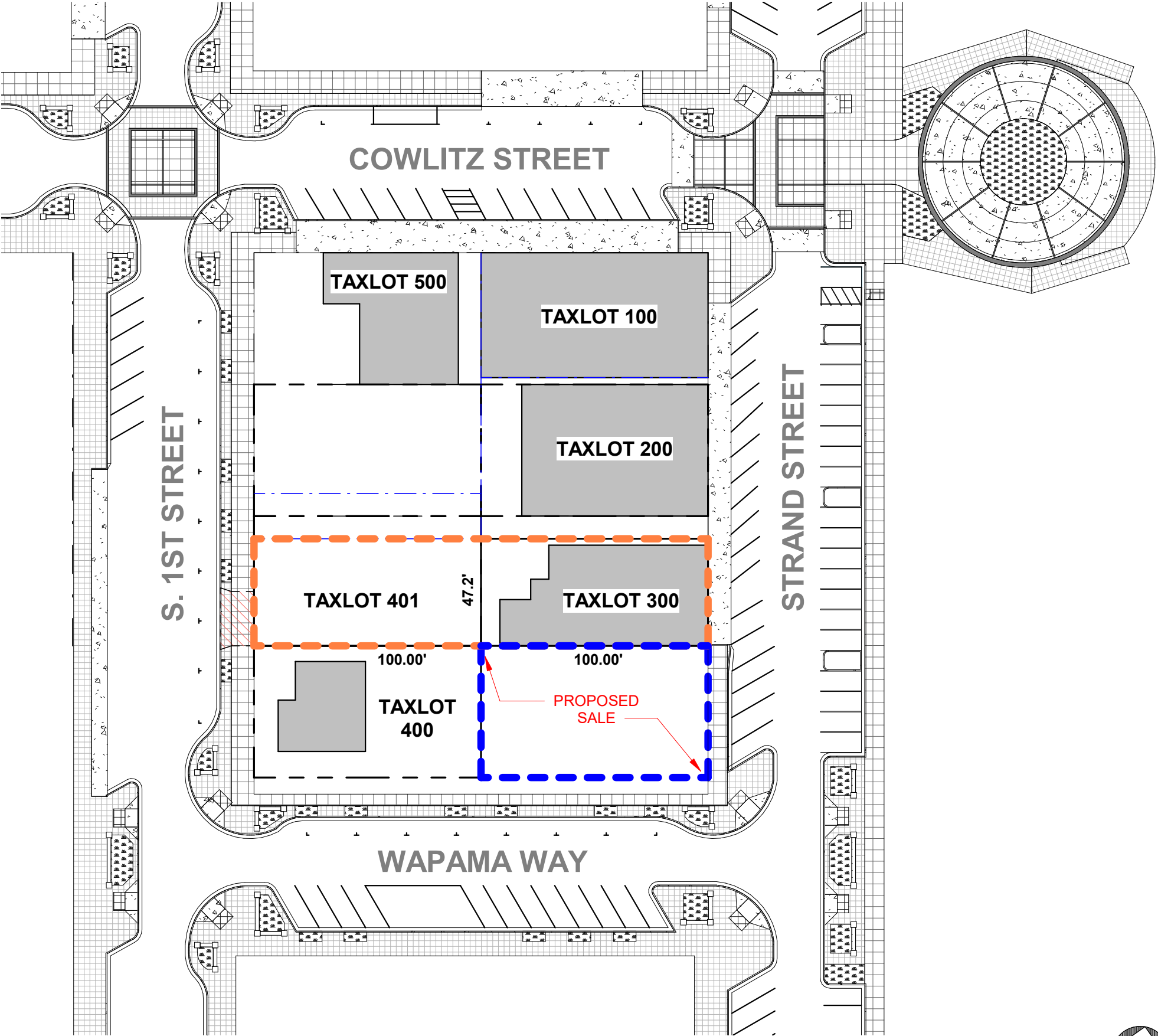
Congratulations Crystal and **thank you** for your service!

STRAND ST & WAPAMA WAY CORNER

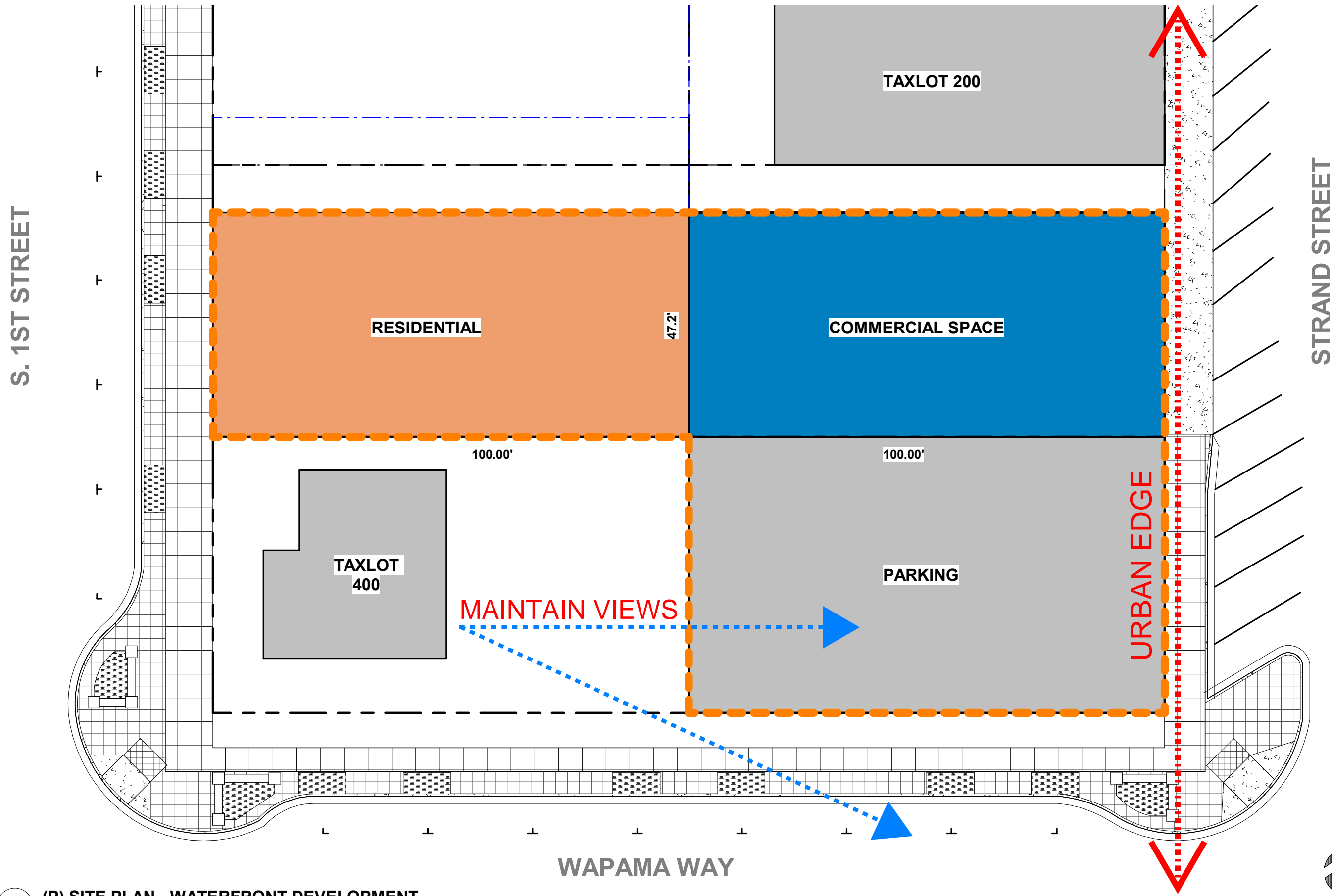
ST. HELENS, OREGON



IMAGE FROM USEPA AREA-WIDE PLANNING PROJECT RESOLUTION 1765



1 (P) SITE PLAN - WATERFRONT DEVELOPMENT
1" = 50'-0"



1 (P) SITE PLAN - WATERFRONT DEVELOPMENT
1" = 20'-0"

St. Helens Recreation Program Semi-Annual Report

“Building Community Through Activity.”



Recreation by the Numbers 2023

165

Registered Programs

70

Drop-in/Free
Programs

4512

Profiles in the Rec
Desk Data Base

2900

Facebook Followers



577

Afterschool Hours 22/23 School Year

14

Summer Camps

Projects / Goals

- Providing a safe, clean and comfortable atmosphere for our participants.
- Having information available for more resources in the community.
- Building programs and partnerships.
- Balancing free programming with programs have a fee.
- Continue offering services at our staff capacity.
- Being a good partner and community resource for other agencies.
- More life skills programs for tweens/teens.
- Intergeneration programming.
- Afterschool program expansion.
- Look at possibility of before school care.
- Facility rentals for the Recreation Center and Community Center.
- Support entrepreneurs with a space to hold classes.

Board and Committee Work

Time spent building networks, creating funding opportunities, shared resources and partnerships.

St. Helens School District Strategic Plan

Columbia County Trauma Informed Network

Early Learning Committee

Columbia County Health Coalition

NW Parenting HUB/ESD Committee

Columbia County Childcare Task Force

Current Programing Partnerships.

Item #3.

St. Helens School District

OSU Extension

St. Helens Mainstreet Alliance

NW Parenting HUB

Columbia Art Guild

MOM of Columbia County

CCMH

Griffins Place

St. Helens Police Department

St. Helens Library

Columbia County

NW ESD

Last 60 days snapshot:

Organization Activity
From 9/28/2023 to 11/27/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	391	19	0	0	156	56
Resident	284	3	0	0	92	
Non-Resident	107	16	0	0	64	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	326	0	0	0	84	
18 - 65	38	18	0	0	58	
65+	8	0	0	0	3	
Male	194	15	0	0	77	
Female	197	4	0	0	79	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	312	3	0	N/A	153	
In-Person	79	16	0	N/A	3	

21st Century Community Learning Center Grant

5 year grant

St. Helens SD has been identified as eligible for funding in the amount of \$235,718 for the 21st Century Community Learning Center (21st CCLC), Title IV-B, federal grant. These funds will enable you to implement your proposed 21st CCLC program and make a significant impact on the lives of the students and families you serve.

Columbia City Elementary

McBride

Lewis and Clark

Partnerships

Career pathways

Local resources

21 Century Community Learning Center Details: 5 year grant

- 21st CCLC programs focus on helping children in schools who serve a large portion of students navigating poverty succeed academically through the application of evidence-based practices during non-school hours by:
 - 1. Providing opportunities for academic enrichment**, including providing tutorial services, to help students meet the challenging state academic standards in core academic subjects such as reading, writing, and mathematics;
 - 2. Offering students a broad array of additional services, programs, and activities**, such as youth development activities, service learning, nutrition and health education, cultural programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, science, career and technical programs, and internship or apprenticeship programs that are designed to reinforce and complement the regular academic program of participating students; and
 - 3. Offering families of students served by community learning centers opportunities for active and meaningful engagement in their children's education**, including opportunities for literacy and related educational development.

Up Next

- Keep strengthening partnerships to help provide a safe and inclusive environment for all ages.
- Working with some new partners/businesses on programing.
- Focusing on what we “can do”
- Continue to explore grants, sponsorships and other funding opportunities.
- Expand our teaching and contract services.
- Create customer surveys for programing they would like to see.

- Questions?



Semi-Annual Planning Department Report

Jacob Graichen, AICP
City Planner

Jennifer Dimsho, AICP
Associate Planner &
Community Development
Project Manager

December 6, 2023

Council Update

City of St. Helens

FOUNDED 1850

Project Management, Etc.

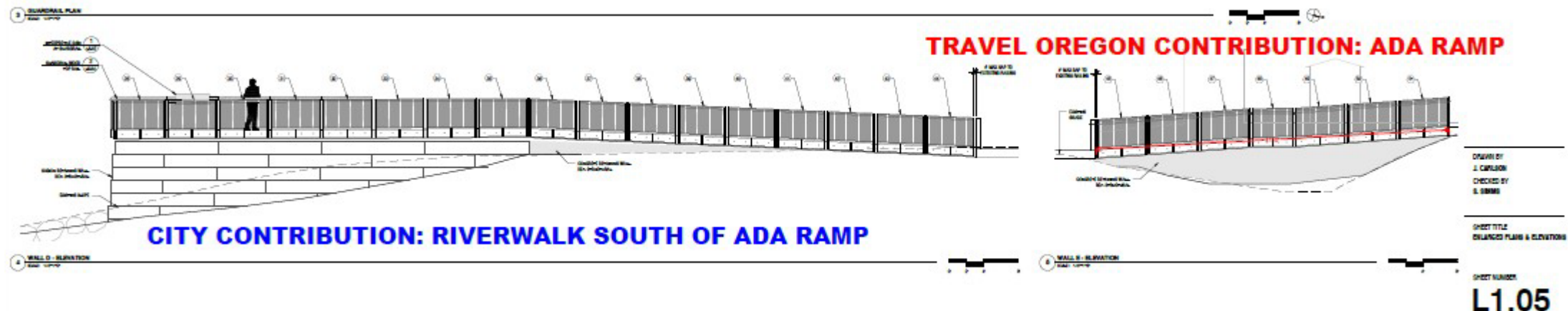
What has happened the last six **eight** months?

City of St. Helens

FOUNDED 1850

Riverwalk Project Phase I

- Applied to Travel Oregon Competitive Grants Program for accessibility improvements behind lighthouse replica
- **100k grant award successful!**
- Redesign work to rebid project without stage, playground, picnic pavilion
- Incremental approach for improvements to park
- Possible to pursue additional grant funding for other park elements



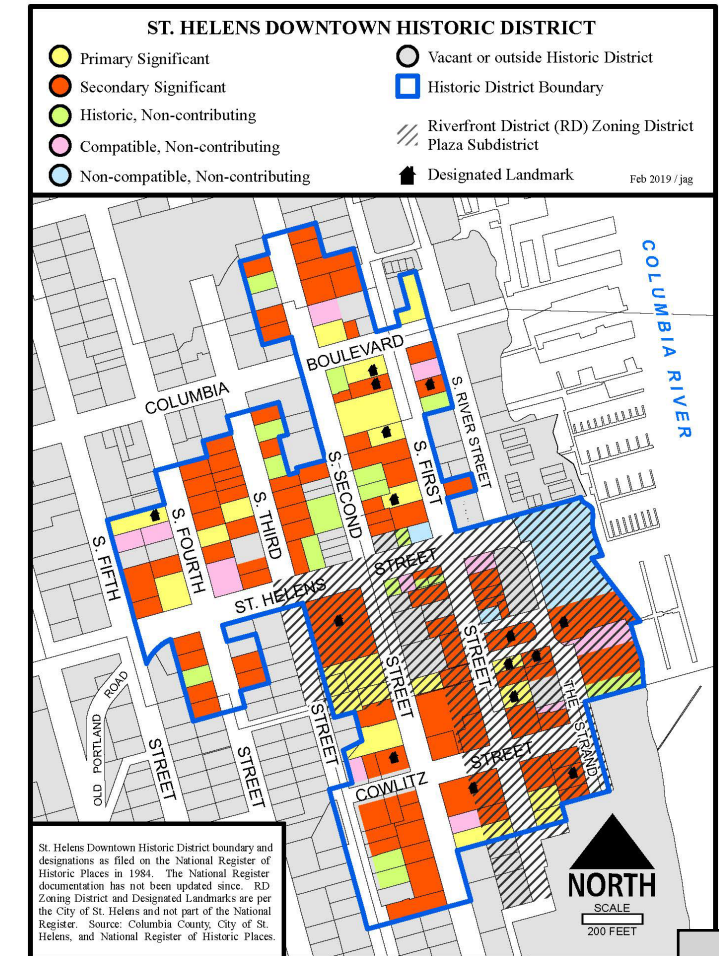
ODOT Community Paths Program

St. Helens Scappoose Trail Refinement Plan

- 7.7-mile regional trail between St. Helens and Scappoose
- **\$300k grant award successful!**
- Convene stakeholders with County and Scappoose to develop 3 trail route alternatives, narrow to preferred route, develop 30% plans and present to County, Scappoose, and St. Helens
- Delay in receiving our ODOT contracts (was supposed to be Oct. 2023)
- Reviewing initial draft statement of work from ODOT

Certified Local Government Grant (6th Cycle)

- **Received \$17k instead usual \$12-\$15k**
- City's competitive pass-through program for eligible property owners in the nationally registered St. Helens Downtown Historic District
- HLC selected 135 S. 3rd Street for exterior restoration work on the front and side facades
- **State approved work plan!**
- Project to be completed by August 31, 2024



State Historic Preservation Office (SHPO) Veterans Memorial Grant

- 7 branches of service flag/monument expansion at McCormick Park
- **\$33k grant request successful!**
- Public Works contributed in-kind labor with concrete work on walkway and pedestals
- VFW donated flagpoles/hardware
- LCE contributed design/engineering in-kind
- **Granite slabs will be installed week of 12/4 (weather permitting)!**



Other Project Management Support

Special Public Works Fund (SPWF) Loan Program

- Riverfront District Streets & Utilities Project under construction
- Undergrounding Utilities Project design & bidding in process

Community Development Block Grant (CDBG)

- Engineering/Design Application for Sanitary Sewer Capacity Improvements
- **\$2.5 million grant award successful!**
- Received 3 proposals for engineering/design contractor
- Shortlisted 2 contractors and held interviews on 11/17
- Consor Engineers scored highest



Other Project Management Support

Oregon Safe Routes to School (SRTS) Grant

- Columbia Blvd. Sidewalks from Gable Road to Sykes Road
- **Construction of sidewalks complete!
Roadway reopened!**
- Landscaping in progress
- Working to receive grant reimbursement and closeout the project before the deadline February 2024



Other Project Management Support

DLCD/ODOT Transportation Management Grant (TGM) Program

- Planning assisted in reviewing application Engineering Dept. prepared for new Transportation Systems Plan (TSP)
- **\$300k grant award successful!**
- Engineering to lead project, planning to support
- Kicked off project by providing comments on statement of work and meeting with prospective consultants

Urban Renewal Agency Support

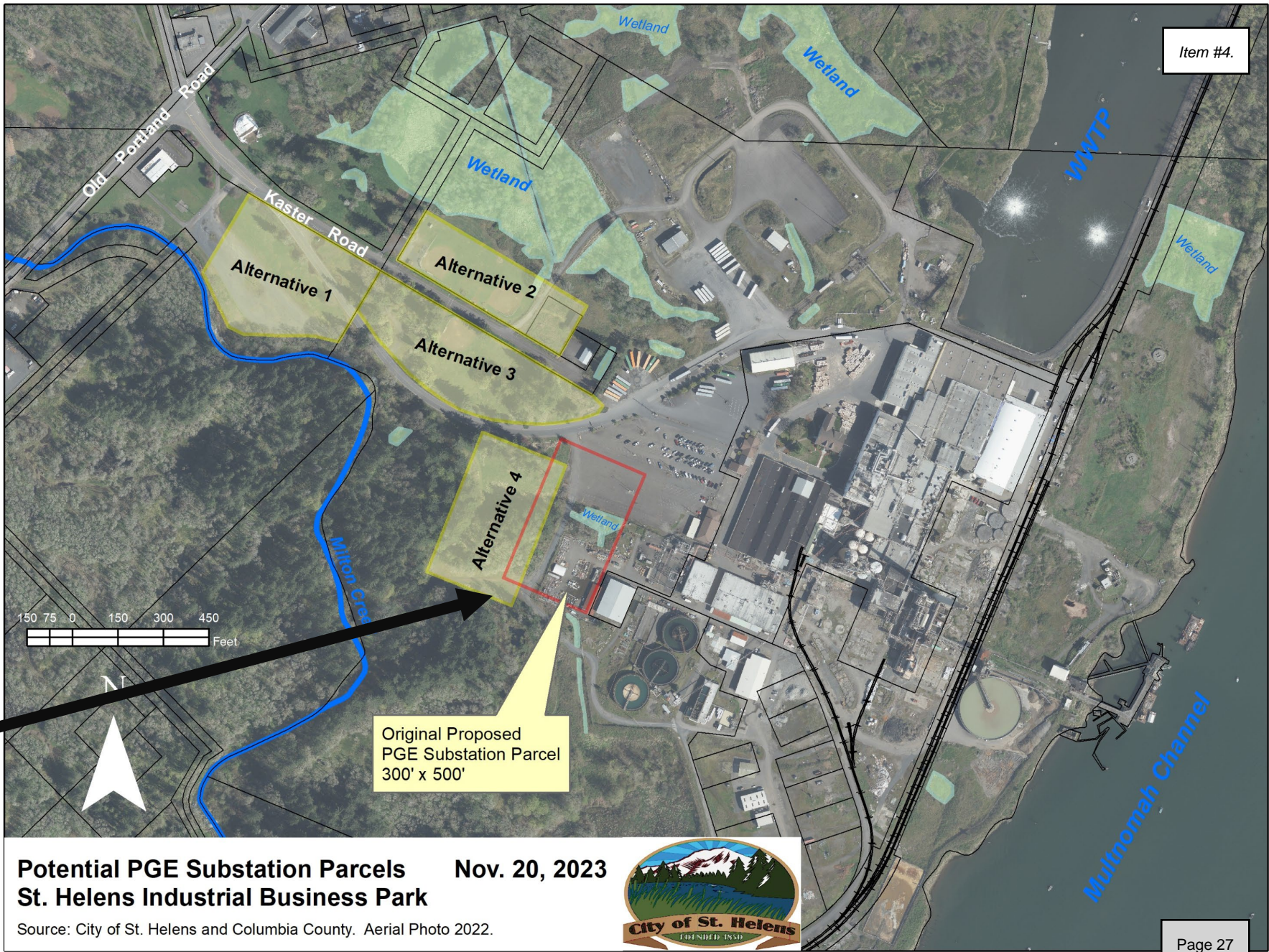
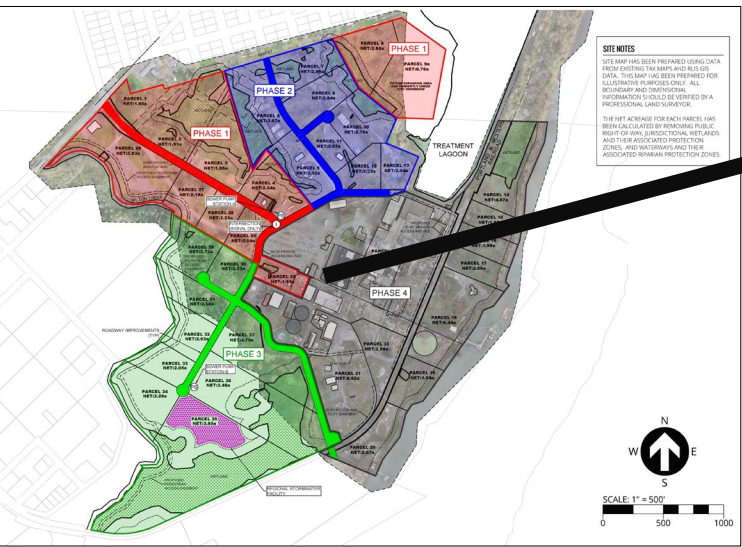
- Intergovernmental Agreement (IGA) between Council and URA in April 2022 to cover SPWF loan obligations
- No required URA meetings because of 2-Year budget approval
- URA meeting only required if expenditures are planned
- LOC offers URA training for elected officials and oversight boards
- Cascades closure revenue projection impacts

St. Helens
Urban Renewal Agency

2022-2023 PROPOSED BIENNIAL BUDGET
JULY 1, 2022 THROUGH JUNE 30, 2024



St. Helens Industrial Business Park



- Last report: **No vacancies expected in 2022**

Item #4.

- Resignation on PC and Council
- Two vacancies in 2023 after all!!!

- HB 3115 – efforts into June!!!

- Planner with lead role? What?!?

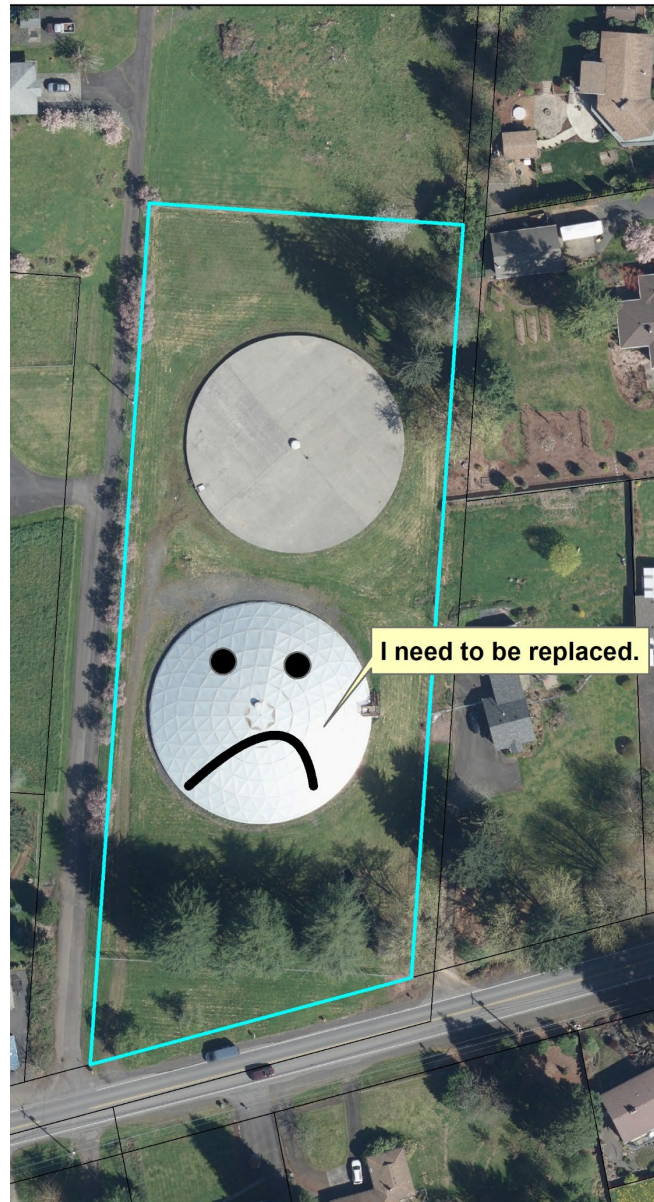
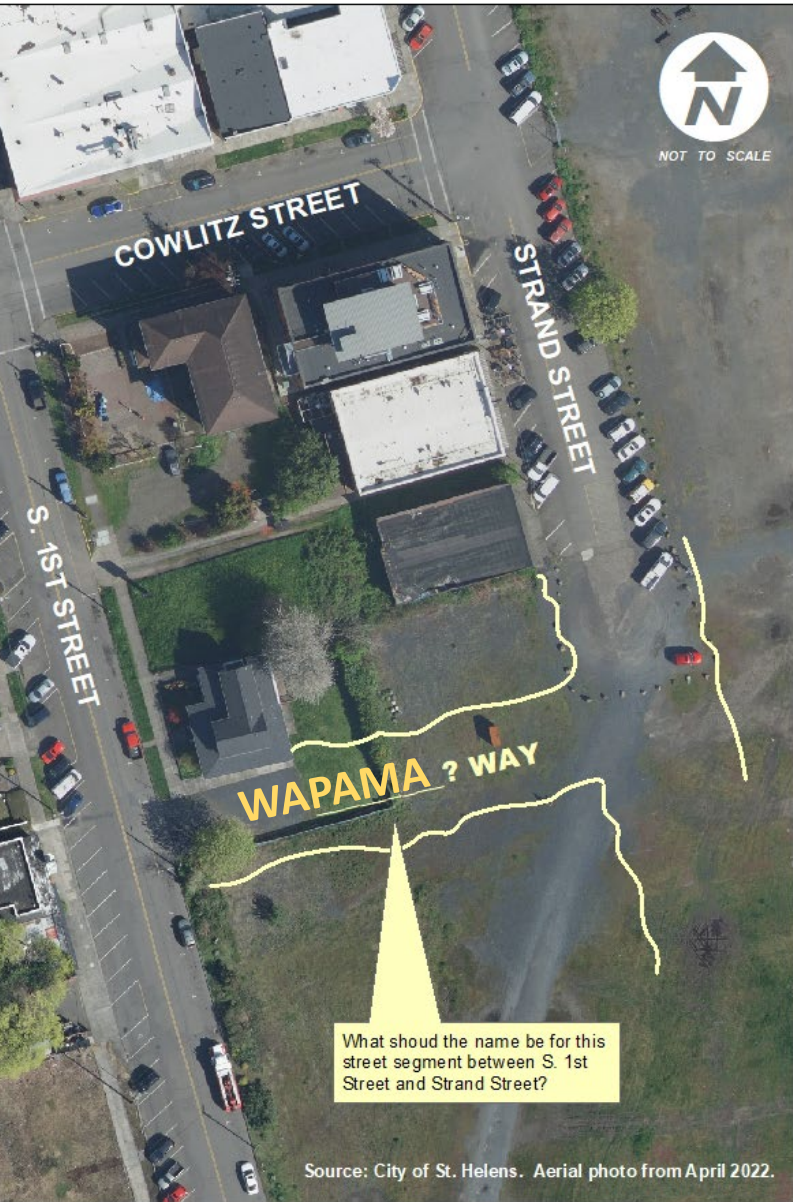


City of St. Helens

Planning Commission Membership Handbook



Thank You
Safety
Committee





National Flood Insurance Program

Elevation Certificate

and Instructions

2022 EDITION



Records Coordination:

- Double Address Conflict
- Zoning Info

Technical Assistance:

- Road jurisdiction transfer



FEMA

Mercury TMDL

- Engineering's Report
- Community Event

Current Planning Update

What has happened the last ~~six~~ **eight** months?

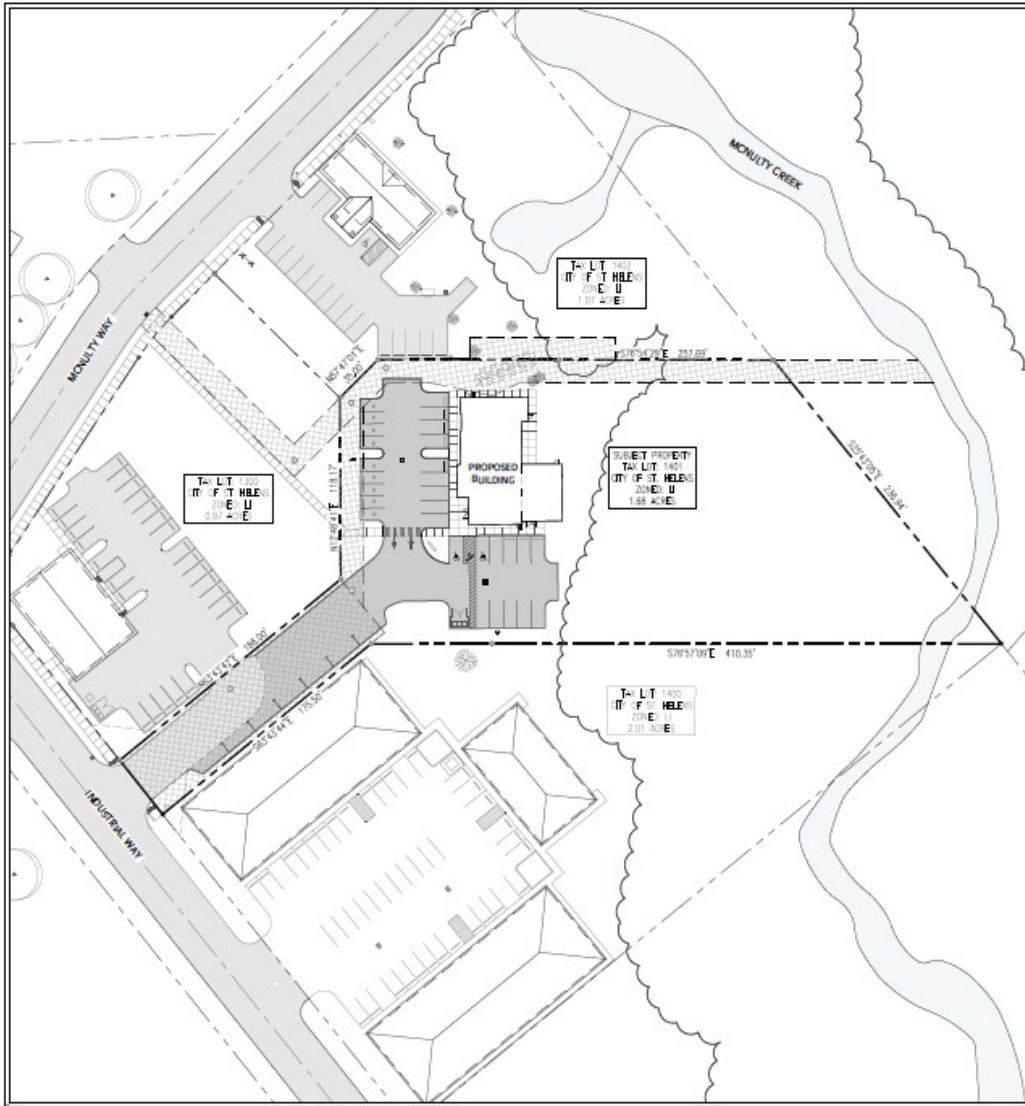
City of St. Helens

FOUNDED 1850

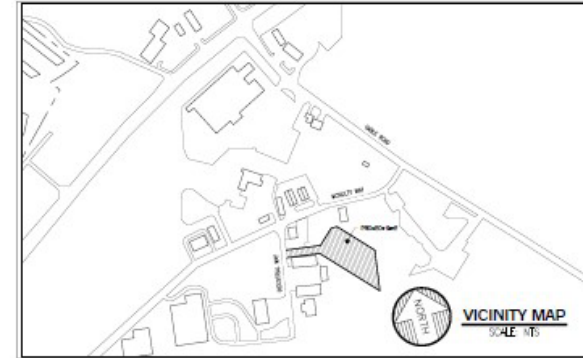
AMANI CENTER FACILITY

Item #4.

ERIC DAHLGREN
INDUSTRIAL WAY
ST. HELENS, OREGON 97051



PLOT PLAN
SCALE: 1" = 40'



DRAWING INDEX	
SHEET	DESCRIPTION
0-1	COVER SHEET
0-2	EXISTING CONDITIONS PLAN
0-3	EROSION AND SEDIMENT CONTROL
0-4	CHIL SITE PLAN
0-5	GRADING & UTILITY PLAN
0-6	PARKING & LANDSCAPE PLAN
0-7	ILLUMINATION PLAN
0-8	EXIST DETAILS
ARCHITECTURAL	
A-1	GROUND LEVEL FLOOR PLAN
A-2	UPPER LEVEL FLOOR PLAN
A-3	EXTERIOR ELEVATIONS
A-4	EXTERIOR ELEVATIONS

PROJECT TEAM

ENGINEER & DESIGNER
LOWER COLUMBIA ENGINEERING
58840 MCNULTY WAY
ST. HELENS, OR 97051
PHONE: (503) 366-0399

CONTACT: WATHER ALEXANDER
walexander@lce-engineering.com

OWNER
DAHLGREN LIVING TRUST
ERIC DAHLGREN
2110 8TH ST
COLUMBIA CITY, OR 97018
PHONE: (503) 369-5766

GENERAL CONTRACTOR
ARTE CONSTRUCTION
3330 NW NEVIN AVENUE, SUITE 120
PORTLAND, OR 97210
PHONE: 503.268.9310
CONTACT: PATRICK HENRI
phenn@arte.com

EXISTING SITE AREA CALCULATIONS

GROSS LOT AREA (SUBJECT PROPERTY): 73,255 SQ. FT. (1.008)
IMPERVIOUS / PAVED AREA: 3,316 SQ. FT. (4.5%)
OPEN / LANDSCAPED AREA: 69,939 SQ. FT. (95.4%)

PROPOSED SITE AREA CALCULATIONS

GROSS LOT AREA (SUBJECT PROPERTY): 73,255 SQ. FT. (1.008)
TOTAL IMPERVIOUS: 20,970 SQ. FT. (28%)
BUILDING FOOTPRINT: 4,275 SQ. FT. (6%)
SIDEWALK/ASPHALT: 16,695 SQ. FT. (23%)
OPEN / LANDSCAPED AREA: 52,285 SQ. FT. (71%)

PARKING REQUIREMENTS

COMMERCIAL BUILDING: 1 SPACE PER 350 SQ. FT.
COMMERCIAL AREA PROPOSED: 8,608 SQ. FT.
COMMERCIAL PARKING REQUIRED: 23 SPACES (8608/350 = 22.88)

TOTAL PARKING: 36 SPACES

ON-SITE STANDARD SPACES (9'x18'): 20 SPACES
ON-SITE PARALLEL SPACES (8'x22'): 7 SPACES
ON-SITE COMPACT SPACES (8'x16'): 9 SPACES
ACCESSIBLE SPACES (9'x18'): 2 SPACE
TOTAL PARKING: 4 SPACES

GENERAL SITE INFO:

PROJECT NAME: AMANI CENTER FACILITY
PROPOSED USE: PUBLIC SAFETY SERVICES
TOTAL LOT AREA: 73,255 SQ. FT. (APPROX 1.68 ACRES)
TOTAL BUILDING AREA: 8,329 SQ. FT.
EXISTING BUILDING AREA: 4,275 SQ. FT.
PROPOSED BUILDING AREA: 4,054 SQ. FT.
BUILDING HEIGHT: 31'-0" (75' MAX.)

GENERAL NOTE:

LOWER COLUMBIA ENGINEERING HAS ONLY ADDRESSED THE PROPOSED DESIGN. THESE DRAWINGS ARE INTENDED FOR THE SITE DEVELOPMENT REVIEW CRITERIA REQUIREMENTS. THESE DRAWINGS ARE CONSIDERED PRELIMINARY ONLY.

SITE IMPROVEMENT QUANTITIES

—CONTRACTOR TO VERIFY ALL QUANTITIES

SITE IMPROVEMENT ITEM	AREA/LENGTH	VOLUME
CONCRETE (SLOPE)	1525 SQ. FT.	19 CU. YD.
HWAC (ASPHALT)	15170 SQ. FT.	187 CU. YD.
3/4" MINUS AGGREGATE	16695 SQ. FT.	112 CU. YD.
3 1/2" MINUS AGGREGATE	15170 SQ. FT.	981 CU. YD.
TYPE 'A' CONCRETE CURB	951 LF.	N/A

SITE UTILITY QUANTITIES

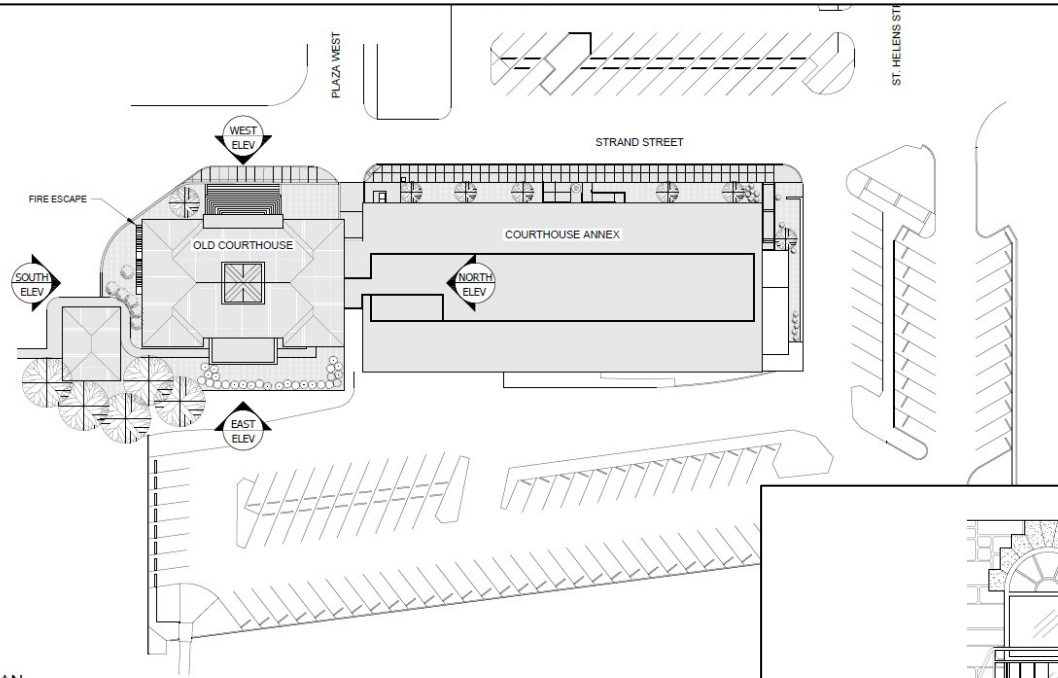
—CONTRACTOR TO VERIFY ALL QUANTITIES

SIZE	MATERIAL	UTILITY	QUANTITY
1"	COPPER	WATER	310 LF.
4"	PVC	SANITARY	293 LF.
4"	PVC	STORM	37 LF.
6"	HPIPE	STORM	150 LF.
2"	PVC	ELECTRICAL	600 LF.

DATE: 10/13/2023
PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT NO.	3521	COVER SHEET
DWG. BY	RM2	NEW FACILITY
DATE	10/13/2023	AMANI CENTER
REVISION	0-3521-0-1	DATE: 10/31/2022
		SHEET: G-1

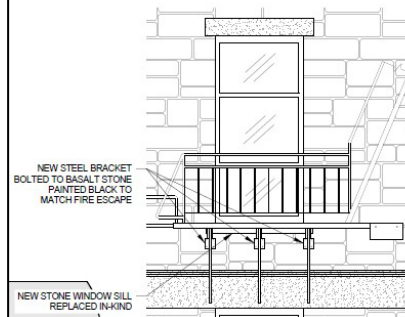
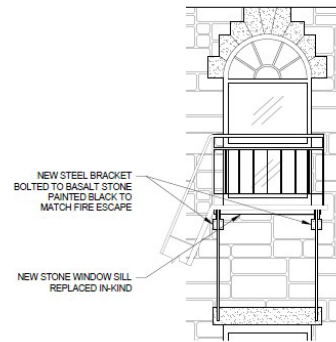




SITE PLAN
SCALE: 1" = 40'-0"

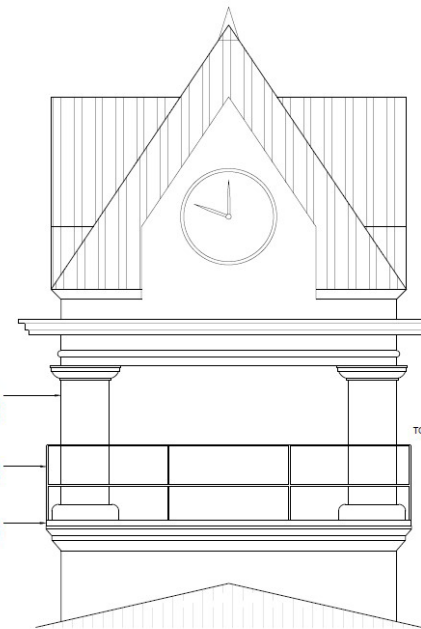
HISTORIC RESOURCE REVIEW
PROJECT #: 23-009
20 - OCTOBER - 2023

**COLUMBIA COUNTY COURTHOUSE
BELL TOWER SEISMIC UPGRADE**
ST. HELENS, OREGON

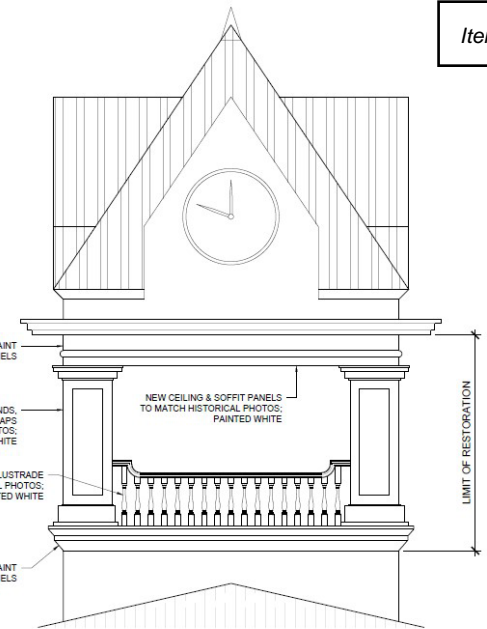


FIRE ESCAPE PLATFORMS
SCALE: 1/4" = 1'-0"

**SOLAR C
ARCHITECTURE**
3115 NE Sandy Boulevard, Suite 224
Portland, Oregon 97232
503.244.7019
www.SOLARArchitecture.com



EXISTING BELL TOWER ELEVATION
SCALE: 3/32" = 1'-0"

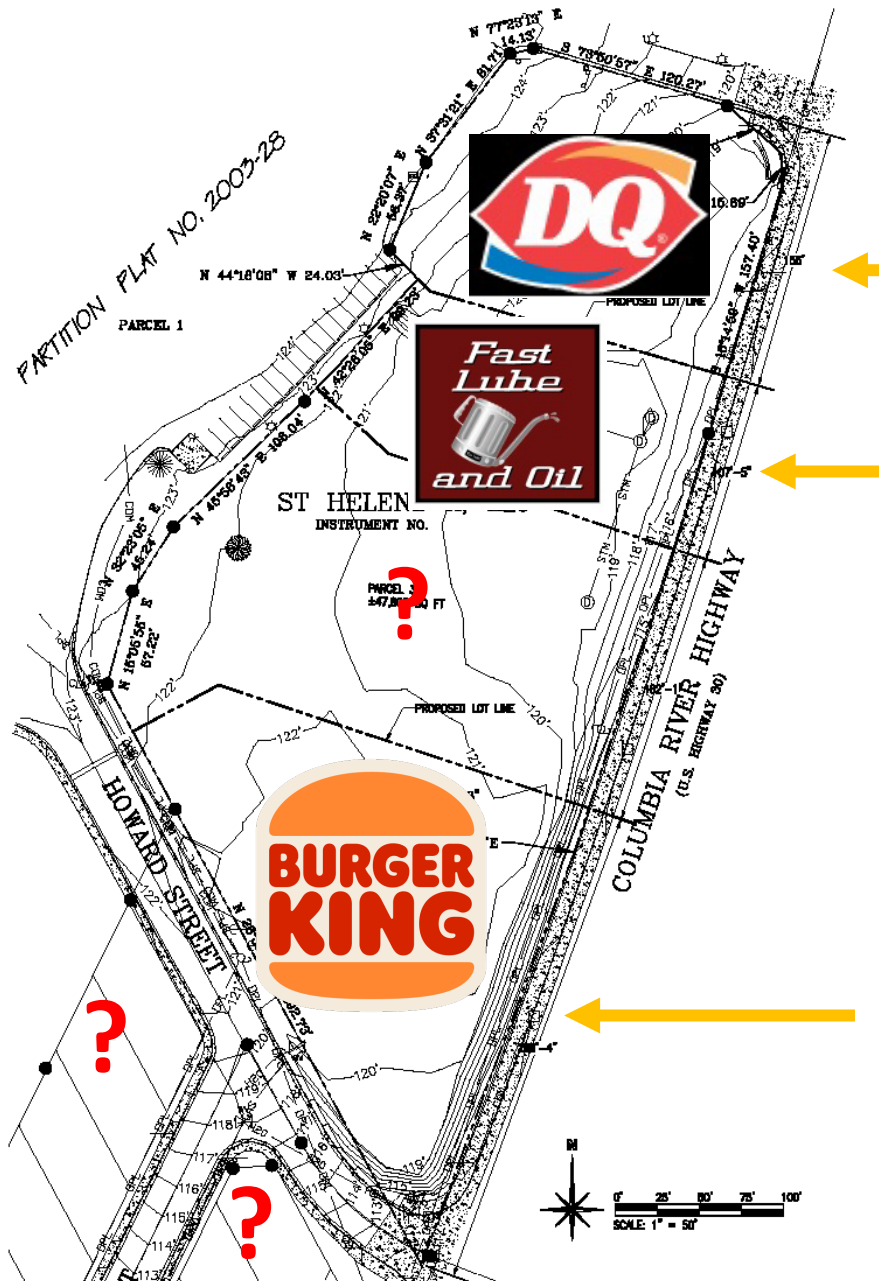


NEW BELL TOWER ELEVATION
SCALE: 3/32" = 1'-0"

**COLUMBIA COUNTY COURTHOUSE
BELL TOWER SEISMIC UPGRADE**
ST. HELENS, OREGON

**SOLAR C
ARCHITECTURE**
3115 NE Sandy Boulevard, Suite 224
Portland, Oregon 97232
503.244.7019
www.SOLARArchitecture.com







City
Lot





















3 Annexations
Done

Item #4.

2 New
Annexations

Fairground Midget
Racetrack (County)

Boulder Ridge

Comstock

Millard Road
(County)

Code Enforcement
(Sheds)

Page 46



The seal of the City of St. Helens is a circular emblem with a gold-colored background. It features a stylized mountain range with snow-capped peaks and evergreen trees in the foreground. A banner at the bottom of the seal contains the text "City of St. Helens" and "FOUNDED 1850".

Next 6 months?

City of St. Helens

FOUNDED 1850

	PROJECT TITLE	In '22-'24 Strategic Plan?	
Essential	CURRENT PLANNING!!!	No	
	CUSTOMER SERVICE	No	
★	Mercury TMDL Code Efforts	No	6 Mo. Grab Bag!!!
	HB 4064 (2022) Code Amendments (Manf. Homes)	No	
★	CLG Grant	No	
	ODOT Community Paths Grant	No	
★	Development Code residential amendments, part 2	Yes	
	Riverwalk Project Phase I	Yes	
★	Columbia Blvd. sidewalks from Gable Road to Sykes Road	Yes	
	St. Helens Industrial Business Park Planning	Yes	
★	Riverfront Redevelopment Request for Qualifications/Development Solicitation	Yes	
	Riverfront Streets & Utilities Project	Yes	
★	Economic Opportunities Analysis (EOA) Update	Yes	
	Managers Attend Professional Development Opportunities	Yes	
★	New Transportation Systems Plan	Yes - Long Term	
	Development Code Amendments related to Sanitary, Storm and Water Master Plans	Yes - Long Term	
★	Measure 109-Psilocybin Code Amendments	No	
	Grey Cliffs In-water Facility Planning	Yes	
★	Urban Renewal Management	Yes	
	Planning related FAQ pamphlets/videos	Yes - Long Term	
★	Residential design standards	Yes - Long Term	
	Right-of-way street vacation policy	Yes - Long Term	
★	Food cart/truck/trailers rules	Yes- Long Term	
	S. River Street to N 2nd Street "micro" transportation systems plan	Yes	
★	Revisit UGMA with County	No	
	Parks & Recreation Master Planning	Yes	
★	Update city Charter for no-vote annexations	Yes - Long Term	
	Addressing policy update	Yes - Long Term	
★	Housing Production Strategy (related to HNA but not a land use action)	Yes - Long Term	
	Locally significant wetland updates (buffer zones, etc.)	Yes - Long Term	
★	Flood code amendments related to BIOP (Endangered Species Act)	Yes - Long Term	
	Develop incentives for designation as a local historic landmark	Yes - Long Term	
★	Housing Needs Analysis Update per 2019 HB 2003	Yes - Long Term	
	Historic resources inventorying	Yes - Long Term	
★	Millard Road Entry Sign	Yes - Long Term	

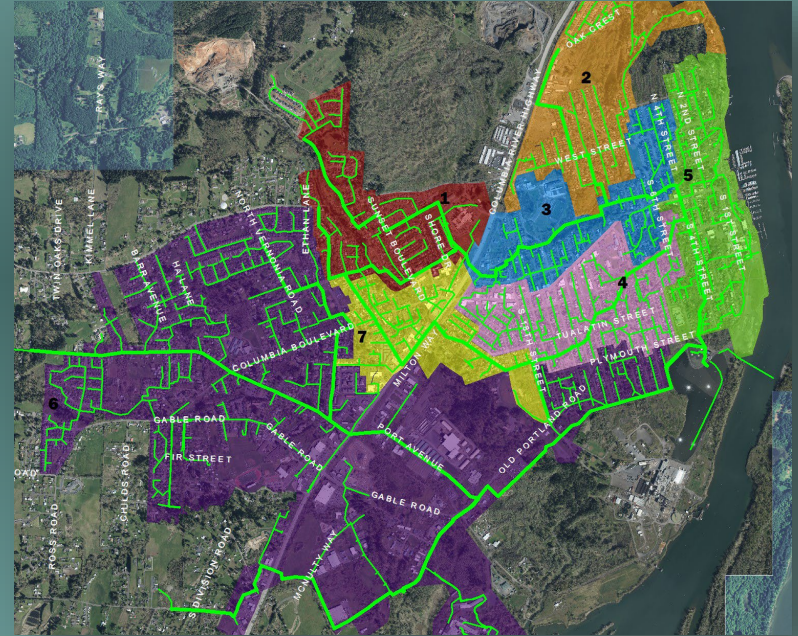
Item #4.

Wastewater Collection System Capacity Improvements Update

Mouhamad Zaher, Public Works Director
Sharon Darroux, Engineering Manager

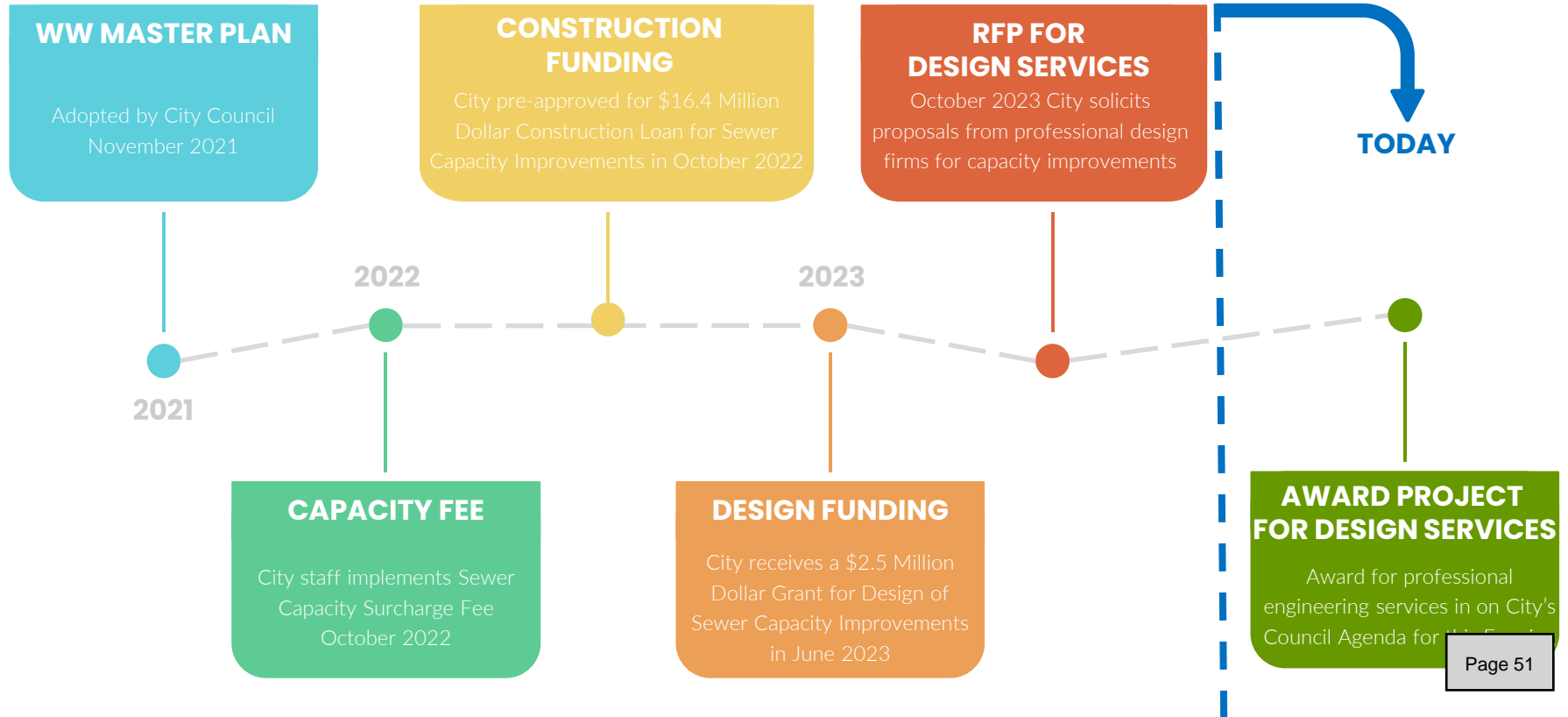
Project Background

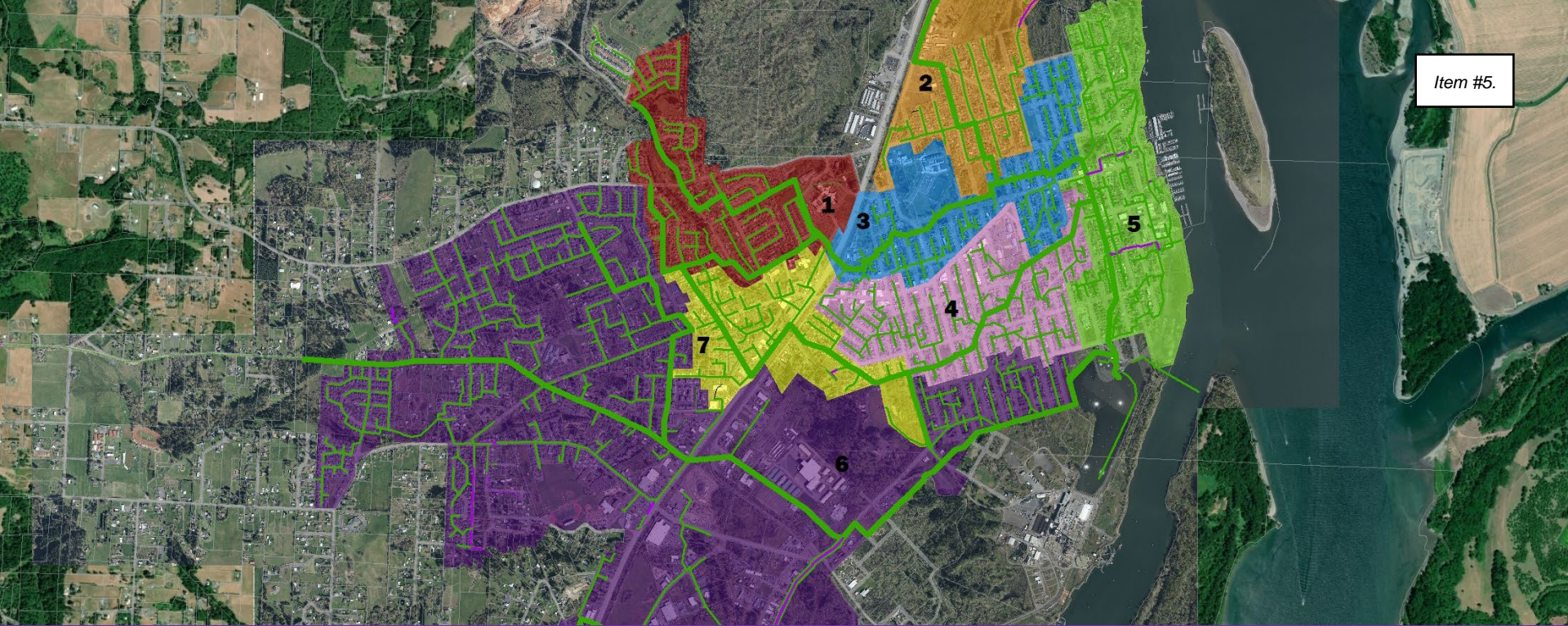
- 2021 Wastewater Master Plan - Sewer collection system deficiencies
- Impacts to development
- Sewer surcharge capacity fee
- Phase 1 Improvements:
 - Basin 4 (Middle Trunk)
 - Basin 5 (The Interceptor)
 - Basin 6 (South Trunk)



Wastewater Capacity Improvements Project Timeline

Item #5.





SEWER COLLECTION SYSTEM

SEWER BASINS

Overview of Proposed Basin 4 Middle Trunk Improvements

Item #5.

PROPOSED REROUTE OF BASIN 4 FLOWS FROM BASIN 5 TO BASIN 6

PROPOSED 15"

PROPOSED UPSIZE OF 10" TO 12"

PROPOSED UPSIZE OF 12" TO 15"

Page 53

Item #5.

PROPOSED REROUTE OF
BASIN 4 FLOWS FROM
BASIN 5 TO BASIN 6

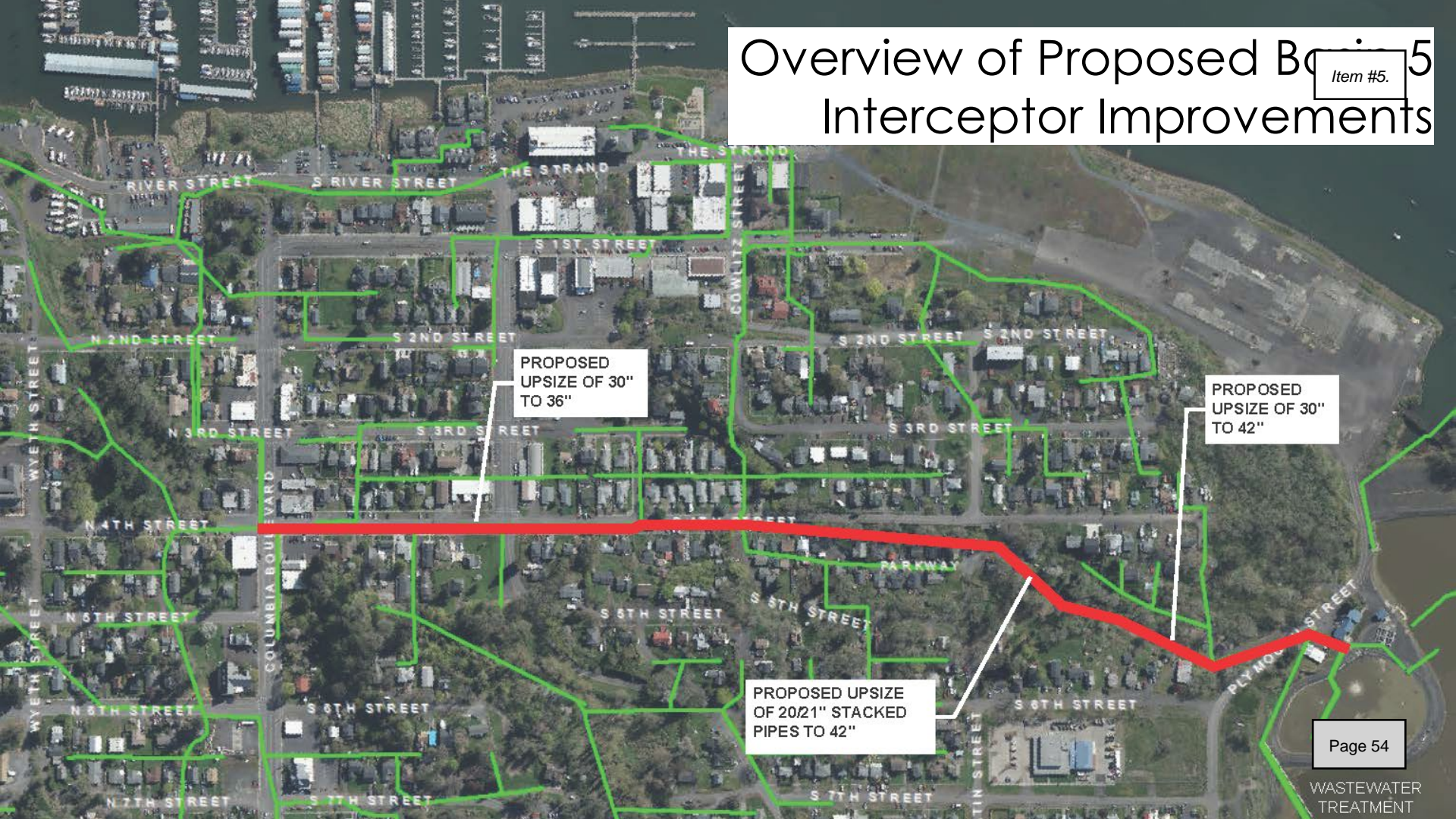
PROPOSED 15"

PROPOSED
UPSIZE OF 10"
TO 12"

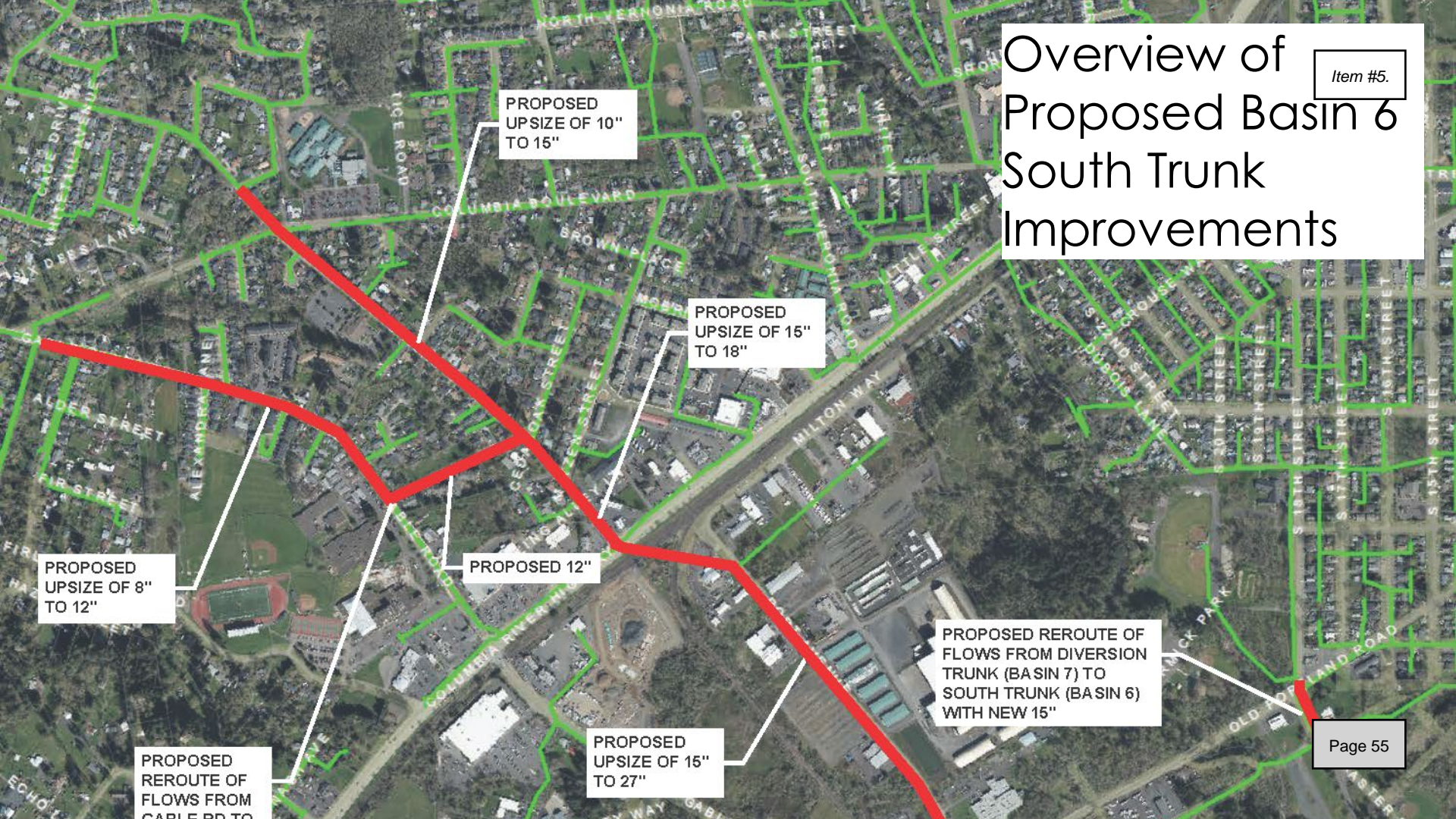
PROPOSED
UPSIZE OF 12"
TO 15"

Overview of Proposed Basin 5 Interceptor Improvements

Item #5.



Overview of Proposed Basin 6 South Trunk Improvements



PROPOSED
UPSIZE OF 10"
TO 15"

PROPOSED
UPSIZE OF 15"
TO 18"

PROPOSED
UPSIZE OF 8"
TO 12"

PROPOSED 12"

PROPOSED
REROUTE OF
FLOWS FROM
CABLE RD TO

PROPOSED
UPSIZE OF 15"
TO 27"

PROPOSED REROUTE OF
FLOWS FROM DIVERSION
TRUNK (BASIN 7) TO
SOUTH TRUNK (BASIN 6)
WITH NEW 15"

Wastewater Capacity Project Engineering Consultant Selection Process

Item #5.

Request for Proposals

- Qualifications
- Project Team Experience
- Quality Management

Proposal Selection Team

- Review & Score Proposals
- Shortlist 2 firms for interview
- Review Price Proposal

Proposals Received

- Tetra Tech
- Keller Associates
- Consor

Final Selection

- Consor

- \$2.5M CDBG Grant to Fund Design
- Grant & \$1.5M in Loan Forgiveness will reduce SRF Construction Loan from \$16.4M to \$12.4M

PROJECT COSTS FORECAST

Next Steps



Questions?

Mouhamad Zaher, Public Works Director
mzaher@sthelensoregon.gov

Sharon Darroux, Engineering Manager
sdarroux@sthelensoregon.gov

Item #5.

Page 59

UPDATE ON S 1ST AND ST. HELENS STREET INTERSECTION

Item #6.



Mouhamad Zaher, Public Works Director
Sharon Darroux, Engineering Manager

Page 60

Project Background & Timeline

Item #6.

- 2014 Corridor Master Plan
- Concerns over the safety and operations of the S 1st Street – St. Helens Street intersection
- 2018 City contracts with Kittelson & Associates to design improvements for the intersection
- September 2022, City contracts with Moore Excavation to perform the intersection improvements



Page 61

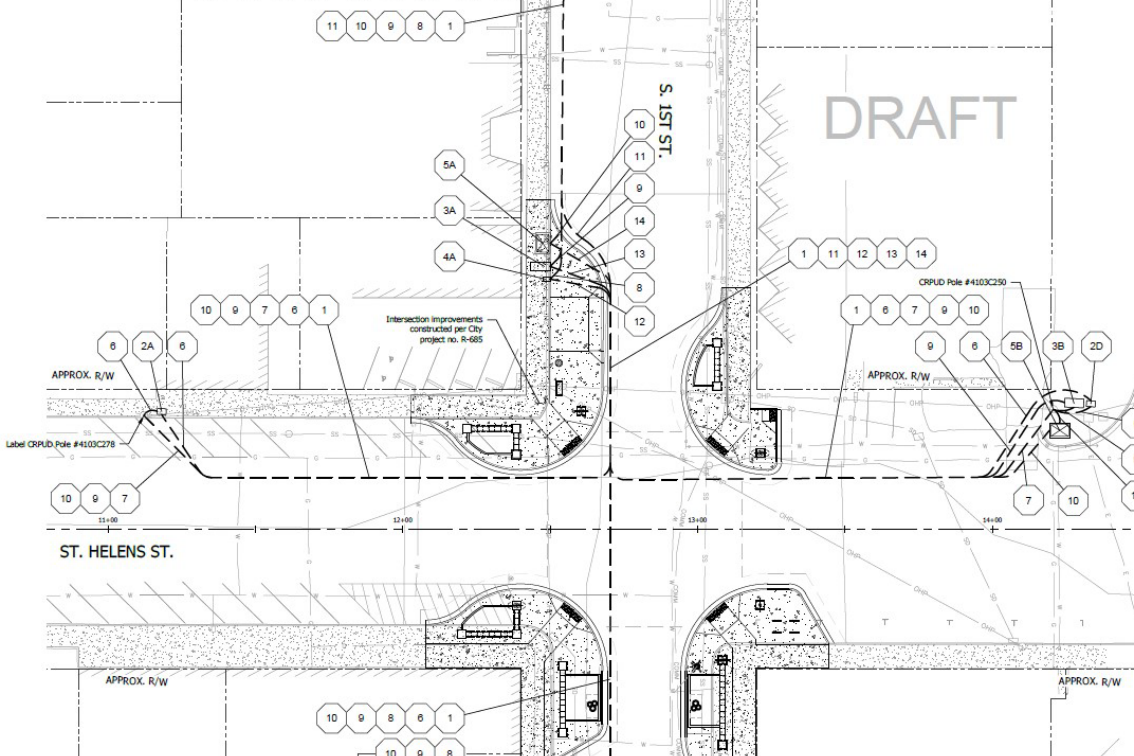
Project Background & Timeline

Item #6.

- City expresses a desire to underground all overhead utilities at the intersection as part of the safety improvements
- Franchise utilities express a desire to install new facilities in the intersection before the improvements are completed
- September 2023, Intersection is temporarily reopened until the City receives modified plans from the Engineer for the intersection



Page 62



3. Install 78" x 36" x 48" Lumen Vault, Materials furnished by utility
A: 12+47.97, 89.08' Lt.
B: 14+27.72, 42.63' Lt.
4. Install 17" x 30" x 24" Comcast Vault, Materials furnished by utility
A: 12+48.46, 84.75' Lt.
5. Install 60" x 84" CRPUD Vault, Materials furnished by utility
A: 12+47.49, 96.91' Lt.
B: 14+22.83, 33.47' Lt.
6. Install (1) 2" Fatbeam SCH-40 PVC to all conduits Conduit, Materials furnished by utility
7. Install (1) 2" Comcast SCH-40 PVC Conduit, Materials furnished by utility
8. Install (2) 2" Comcast SCH-40 PVC Conduit, Materials furnished by utility
9. Install (1) 4" Lumen SCH-40 PVC Conduit, Materials furnished by utility
10. Install (3) 2" Electrical SCH-40 PVC Conduit, Materials furnished by utility
11. Install (3) 2" Fatbeam SCH-40 PVC to all conduits Conduit, Materials furnished by utility
12. Install (4) 2" Comcast SCH-40 PVC Conduit, Materials furnished by utility
13. Install (3) 4" Lumen SCH-40 PVC Conduit, Materials furnished by utility
14. Install (9) 2" Electrical SCH-40 PVC Conduit, Materials furnished by utility

GENERAL NOTES

1. Contractor is responsible for identifying and resolving utility conflicts with the proposed joint utility trench and utility vaults.
2. Contractor shall install conduits and vaults only. Utility companies will install wiring and other equipment.
3. Contractor shall coordinate with utility companies for riser connection to utility pole
4. Install polypropylene pull line in all conduits.

Item #6.

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

KITE & ASSOC.

DESIGN

DESIGN

A Resolution
Declaring an
Emergency and
Authorizing an
Exemption from
Competitive Bidding
Requirements for
Procurement of
Services to
Underground Utilities
at the S 1st Street – St.
Helens Street
Intersection

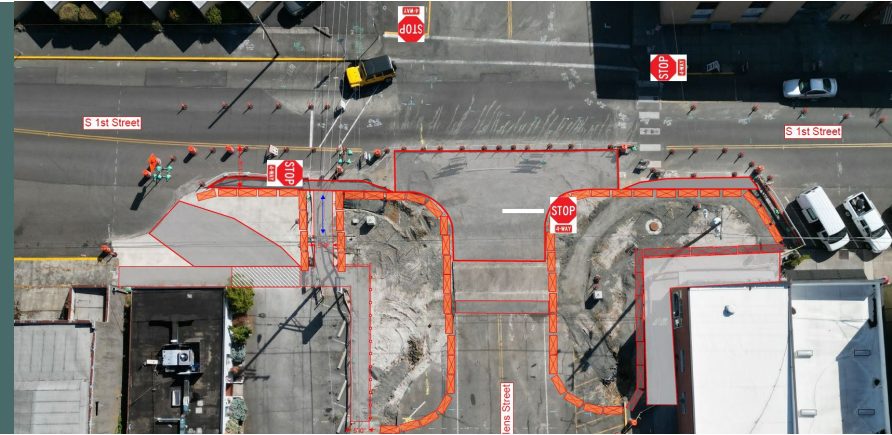
- ORS Chapter 279C requires a competitive bidding process for Public Improvement Contracts
- ORS Chapter 279B permits exemptions to competitive bidding and allow an emergency expenditure to be made when the City Council determines by the passing a resolution that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property

WHY USE AN EMERGENCY PROCUREMENT?

Item #6.

Temporary Traffic Control

- *Vehicular Accidents*
- *Pedestrian Safety*
- *Temporary Traffic Control Devices*



Intersection Safety Issues

WHY USE AN EMERGENCY PROCUREMENT?

It Costs Money to Keep the Intersection Open

- Over \$25,000 per month to keep the intersection open



Cost Efficiency

WHY USE AN EMERGENCY PROCUREMENT?

Item #6.

Competitive Proposals

Oct. 2022

One Proposals Received
Proposal Rejected

Competitive Bids

June 2023

No Bids Received

Difficult to Secure Competitive Bids/Proposals

WHY USE AN EMERGENCY PROCUREMENT?

Item #6.

Traditional Competitive Bidding

Total anticipated time from bid
phase to contract up to 8 weeks

Modified Competitive Bidding

Total anticipated time from request for
quotes to contract up to 5 weeks



Modified Emergency Procurement is Faster!

Next Steps

**Council Passes
Emergency
Procurement
Resolution for S 1st
– St. Helens
Intersection**

**Staff directly
solicits bids from a
minimum of three
qualified
contractors
licensed in the
State of Oregon**

**Lowest responsive
quote selected
and a public
improvement
contract is
executed**

**Undergrounding
utilities work at
intersection
begins, allowing
the work to move
forward**

Questions?

Mouhamad Zaher, Public Works Director
mzaher@sthelensoregon.gov

Sharon Darroux, Engineering Manager
sdarroux@sthelensoregon.gov

Item #6.

Page 70





Building Permit Technician

DEPARTMENT: Community Development
DIVISION: Building
SUPERVISOR: Building Official
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of complex clerical, administrative, and accounting duties in supporting the Building Division's administration and enforcement of the adopted city and state building codes. This includes providing friendly and professional service and assistance to internal and external customer requests, to issue buildings permits in a timely manner. Work may require independent judgment in the application of regulations and established procedures of the Building Division. May provide administrative and clerical assistance to other Building Division staff as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and providing technical assistance as it pertains to the Building Division.
- Prepares reports, correspondence, and/or invoices for Building Division related matters.
- Collects, balances, and reports daily Building Division revenues.
- Reviews permit applications and construction documents and provides assistance to applicants to ensure submittals are complete and accurate.
- Engages in the permit process from application intake to certificate of occupancy. This includes but is not limited to application intake, routing plans to other departments or divisions and/or outside agencies for review, tracking plan review processes, coordination with customers, other staff, other departments or divisions and/or agencies for information accuracy, Building Division related notifications, and permit issuance.
- Calculates and verifies various fees, prepares fee estimates, and applies fees to permits.
- Issues Building Division permits.
- Assists the Building Official and Community Development Administrative Assistant with preparation and coordination of daily requested inspections, including but not limited to notification of inspections to be performed by other departments/divisions or agencies, sending or receiving inspection reports, and customer notifications.

- Provides clerical and administrative services to the Building Board of Appeals, as needed. Includes scheduling meeting dates/times and reserving meeting space, providing legal notices to the media and public, creating agendas, collecting data, distributing meeting packets, attending meetings, and producing meeting minutes.
- Receives the public and answers questions; responds to inquiries from employees, citizens, and others as it pertains to the Building Division. Refers all other inquiries to appropriate people.
- Assists in the procurement of materials and supplies for the Building Division.
- Operates listed tools and equipment as required.
- Composes, transcribes, types, and edits a variety of reports, correspondence, and other materials requiring judgment as to content, accuracy, and completeness.
- Acts as custodian of records for the Building Division. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
- Schedules appointments and performs other administrative and clerical duties as needed for the Building Division.
- Obtains information from the City and County records, as assigned.
- Delivers excellent customer service to diverse audiences.
- Establishes and maintains positive working relations with coworkers, citizens, and the general public.
- Performs other duties as assigned by the Building Official that support the overall objective of the Division, as it pertains to this job and Division.
- Creates, modifies, photocopies, and/or distributes forms, agendas, correspondence, minutes, and/or other materials related to the Building Division.
- Update Building Division webpage within the City's website, as needed.

PERIPHERAL DUTIES

- Provides clerical support and back-up to the Community Development Administrative Assistant at the front counter, as needed.
- Operates a vehicle to run errands.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; and
- b. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- c. Two (2) years of experience using specialized software related to permitting, receipting, licensing, and accounting functions.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- b. Skill in operation of listed tools and equipment.
- c. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to maintain a high level of organization.

SPECIAL REQUIREMENTS

- Possession of Notary Public Commission.
- Possession of a valid driver's license or ability to obtain one within six (6) months of hire.

SPECIAL CERTIFICATION DESIRED

- Permit Technician Certification.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows-based software, Word, Excel, and permitting, plan review, and financial software systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Building Permit Technician** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Building Permit Technician

Date

Print Name: _____

Building Official

Date

Print Name: _____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: December 6, 2023

Planning Division Report attached.

Business License Report attached.

Suggestions Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 11.27.2023

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential property line adjustment, land division, 2nd dwelling off Belton Road.

Conducted a pre-application meeting for a potential land division on S. 21st Street of the Crouse Way. Property has an existing house, and they are looking at carving off three new parcels.

PLANNING ADMINISTRATION—MISC.

County Public Works reached out to me about road transfer process. I think they are gearing up to give us some of Gable Road west of US30. Thankfully, I thought ahead and attained previous ones from Lonny Welter, Columbia County Road Dept. Planner before he retired.

With some potential large manufacturing entities looking at both the Armstrong and St. Helens Industrial Business Park sites, some time spent on providing information and other support.

Updated public hearing scripts.

Conducted final inspection for buildings B and C of the Broadleaf Arbor (Gable Road apartments) development. D (community building), E, F, G, H and I (multi-family buildings) inspected previously. B and C are the 7th and 8th of the eleven buildings. Only three more buildings left.

DEVELOPMENT CODE ENFORCEMENT

A several months long effort by Associate Planner/Community Development Project Manager Jenny Dimsho about a shed too close to property line has been resolved. Person has to use a couple come along tools to do it, but they did it. Jenny also has the side benefit of knowing what a come along tool is now.

Received a complaint about a small shed too close to property line on Whitetail Avenue. Too small to require a permit, but still doesn't meet the minimum setback that applies. Classic issue of roof storm drainage onto neighbor's property. Compliance anticipated after making contact.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

November 14, 2023 meeting (outcome): The Commission held two public hearings. One was for a Conditional Use Permit for a new location for the Amani Center, which the Commission approved. The other for a zone and comprehensive plan map change of 475 N 12th Street from industrial to residential, which the Commission recommended the Council approve. The Council will see this one at a later date.

The Commission discussed vacancies and determined who the next interview committee would be. Due to a vacancy from a Commission being selected to be on the Council and another whose attendance in 2024 is anticipated to be low, they agreed we should continue formal solicitation of new members.

The Commission discussed the December joint meeting with the Council and felt the groups should meet. They discussed vacant storefronts/businesses as a potential proactive item and thought it would be a good item for the joint meeting.

December 12, 2023 meeting (upcoming):

As the Historic Landmarks Commission, they will consider alterations to the County Courthouse. This requires a public hearing.

Staff also intends to present the semi-annual report to the Council, to the Commission as well.

COUNCIL ACTIONS RELATED TO LAND USE

Mayor signed the final decision for the Police Station land use permitting.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Quarterly data updates this month. Plus, updates related to recent zone change.

The County Assessor data has been famous for being inaccurate as to City of St. Helens zoning. Recently, County Assessor staff reached out to me about helping them improve this. There are about 560 accounts with zoning in the Assessor's data that does not align with the City's adopted zoning. Fortunately, about 200 are easier to identify being part of the Riverfront District or Houlton Business District zoning, since these are very specific areas and done not too long ago (<20 years). Unfortunately, the remaining 360 accounts may need to be looked at individually; some tedium expected over the next couple to several months.

Updated the official zoning and comprehensive plan maps. Last update was December 26, 2019.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Technical assistance efforts ramping up given potential occupants/PGE parcel for substation.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: November Planning Department Report
Date: Monday, November 27, 2023 11:05:13 AM
Attachments: [image001.png](#)

Here are my additions to the November Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Construction with TFT began July 17, starting at the culvert near Gable Road. Road is open with sidewalk complete. Street trees and landscaping nearly complete. Project is near closeout!
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. 1st Reimbursement request processed (which included over 30 invoices). Working with finance and URA revenue projection consultant to support amendment request for additional funding for undergrounding work.
3. **Riverwalk Project (OPRD Grants x2)** – Project bidding closed on 9/19. All bids came back around \$5 million, which is higher than we had budgeted and estimated. Working on value engineering efforts to reduce project costs rebid the project and to ensure full utilization of grant funding. Working on new scope to omit playground, picnic shelter, and stage, as well as reduce general project costs.
4. **Community Development Block Grant (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project. This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. 3 submitted qualifications. Interviews held for 2 shortlisted contractors with Consor selected by the committee.
5. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Waiting for final comments before executing contract with property owner.
6. **DLCD Technical Assistance Program** – Submitted request for 60k for a new Economic Opportunities Analysis (EOA), including a Resolution from City Council and a letter of support from Columbia Economic Team. Grant was due 9/29. Awards are expected soon.
7. **SHPO Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. Project is almost complete. All but granite slabs have been installed, with an expected installation the week of 12/5.
8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Contracts are expected in October. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us. ODOT anticipates grant contracts in November/December. Received draft Statement of Work from ODOT. Compiled 2nd round of comments on the statement of work.
9. **Travel Oregon Grant Program – Received 100k grant to fund ADA components of the Riverwalk Project!** Thanks to Columbia Economic Team and our RDMO (within CET).
10. **ODOT TGM Program** – Assisting Engineering Dept with Transportation Systems Plan.

Statement of Work submitted to ODOT for final review and consultant solicitation. ODOT is notoriously slow with contracting, so it could be ~6-9 months before we see movement on this project.

PROJECTS & MISC

11. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station just missing generator. Bluff trail construction is moving along. Rough grade and electrical of traffic circle near Cowlitz/Strand underway. Water line under construction. Landscaping and irrigation near south water quality swale underway. Undergrounding at 1st Street and St. Helens Street design ongoing.
12. **St. Helens Industrial Business Park (SHIBP) Planning** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Project is on hold with potential user/sale of property.

Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department
 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
 P: (503) 366-8207 | jdimsho@sthelensoregon.gov



ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00033	7/10/23- 7/10/24	CBM SYSTEMS LLC	JANITOR JANITORIAL SERVICES	0.00
00050	8/14/23- 8/14/24	MOTEL 6 RV & STUDIOS	HOTEL HOTEL/MOTEL/B&B	0.00
00051	8/14/23- 8/14/24	VILLAGE INN RESTAURANT LOUNGE	RESTAURA RESTAURANT	0.00
00073	9/18/23- 9/18/24	MAKANA TRUCKING & EXCAVATION	EXCAV EXCAVATION	0.00
00074	9/18/23- 9/18/24	*NEOTERIC WOOD ART	ART ART	0.00
00081	10/10/23-10/10/24	Edward Jones	ACCOUNT ACCOUNTING	0.00
00088	10/24/23-10/24/24	*BODY MIND SPIRIT HEALING LLC	THERAPY THERAPY/HEALING	0.00
00095	11/21/23-11/21/24	COLUMBIA VETERINARY CLINIC	VET VETERINARY	0.00
00167	9/02/23- 9/02/24	HOUBEN DEBORAH	CHILDCAR CHILD CARE	0.00
00175	9/02/23- 9/02/24	BERRY BRIGHT PRESCHOOL	CHILDCAR CHILD CARE	0.00
00305	2/02/23- 2/02/24	CAN DO! ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00353	11/01/23-11/01/24	BLACK HAWK HOMES LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00618	2/19/23- 2/19/24	LINCOLN SQUARE APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00696	4/02/23- 4/02/24	TERRI BURNETT	RENTDUPL RENTAL - DUPLEXES	0.00
00707	8/10/23- 8/10/24	*JESSICA LINCE	PHOTO PHOTOGRAPHY	0.00
00738	4/02/23- 4/02/24	BIG RIVER APARTMENTS LLC	RENTAPT RENTAL - APARTMENTS	0.00
00739	4/02/23- 4/02/24	BIG RIVER APARTMENTS LLC	REC OUT DOOR RECREATION	0.00
00799	3/13/23- 3/13/24	ROBERT E ELLINGWOOD III	RENTRESI RENTAL - RESIDENTIAL	0.00
00887	5/02/23- 5/02/24	WILCOX & FLEGEL (DIV/WILSON)	OILGAS OIL/GAS DISTRIBUTORS	0.00
00892	5/02/23- 5/02/24	BOBBIE'S CUTS+ LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00954	7/14/23- 7/14/24	SWINE AND CHEESE	RETVARI RETAIL - VARIETY	0.00
00963	9/02/23- 9/02/24	SKNSOF.COM	SALESMKT INTERNET SALES/MARKE	0.00
00973	9/03/23- 9/03/24	WESTERN WOOD STRUCTURES INC	CONTGEN CONTRACTOR-GENERAL	0.00
00976	9/05/23- 9/05/24	ISON TRANSPORTATION INC	MARINA MARINA/REPAIR SVC	0.00
00981	9/17/23- 9/17/24	CARMICHAEL CATHLEEN	CONSULT CONSULTING	0.00
00986	9/25/23- 9/25/24	*LILI'S HOUSEKEEPING	JANITOR JANITORIAL SERVICES	0.00
00995	10/14/23-10/14/24	FAMILY RESOURCE HOME CARE	HOMECARE HOME CARE	0.00
00997	10/20/23-10/20/24	HALEY & ALDRICH, INC	CONSULT CONSULTING	0.00
01000	11/07/23-11/07/24	INFUSIONS & INJECTIONS	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
01003	11/10/23-11/10/24	MING SURVEYORS, INC.	SURVEY SURVEYOR	0.00
01004	11/10/23-11/10/24	HOFFMAN STRUCTURES, INC.	CONTCONC CONTRACTOR-CONCRETE	0.00
01005	11/10/23-11/10/24	HOFFMAN SPECIALITY CONTRACTING	CONTSHEE CONTRACTOR-SHEETROCK	0.00
01006	11/10/23-11/10/24	HOFFMAN CONSTRUCTION COMPANY	CONTGEN CONTRACTOR-GENERAL	0.00
01007	11/18/23-11/18/24	RESCUE ROOTER JACK HOWK PLMBG	CONTPLUM CONTRACTOR-PLUMBING	0.00
01008	11/19/23-11/19/24	*CRYSTAL WHIMSY	RETJEWEL RETAIL - JEWELRY	0.00
01009	11/19/23-11/19/24	COLUMBIA COUNTY MOBILE PT	HOME HOME HEALTH CARE	0.00
01010	11/25/23-11/25/24	JEREMYS QUALITY CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01023	1/13/23- 1/13/24	*LIEBELT FAMILY CONSTRUCTION	CONTMISC CONTRACTOR-MISC.	0.00
01079	3/31/23- 3/31/24	SMITH DAN	AUTO AUTO REPAIR	0.00
01117	7/21/23- 7/21/24	VAZQUEZ AUTO SERVICE	AUTO AUTO REPAIR	0.00
01126	8/20/23- 8/20/24	HERY'S TACOS	FOODCART FOOD TRUCK	0.00
01138	9/17/23- 9/17/24	ALL N ONE ASPHALT SWEEPING LLC	MISC MISCELLANEOUS	0.00
01142	9/24/23- 9/24/24	ASURION APPLIANCE REPAIR LLC	REPAIR REPAIR - GENERAL	0.00
01143	9/24/23- 9/24/24	MOORE ECAVATION INC	CONTMISC CONTRACTOR-MISC.	0.00
01144	9/27/23- 9/27/24	CHAMPAGNE TO SHOTS LLC	RESTAURA RESTAURANT	0.00
01146	9/28/23- 9/28/24	CURBIO, INC	CONTGEN CONTRACTOR-GENERAL	0.00
01147	10/04/23-10/04/24	WESTSIDE LAUNDRY	LAUNDRY LAUNDROMAT/CLEANING	0.00
01148	10/04/23-10/04/24	WESTSIDE LAUNDRY	LAUNDRY LAUNDROMAT/CLEANING	0.00
01149	10/08/23-10/08/24	MILLER TERRY & KIMBERL	RENTRESI RENTAL - RESIDENTIAL	0.00
01154	11/05/23-11/05/24	JNJ MECHANICAL	REPAIR REPAIR - GENERAL	0.00

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01249	9/01/23- 9/01/24	GREAT NORTHERN SUNDRY LLC	RETAIL RETAIL	0.00
01254	9/11/23- 9/11/24	DIA DE LOS MUERTOS ST. HELENS	NONPROFI NON-PROFIT ORGANIZAT	0.00
01256	9/11/23- 9/11/24	MB WARNOCK APPLIANCE	REPAIR REPAIR - GENERAL	0.00
01258	9/13/23- 9/13/24	MTG VAULT ADVENTURE	2NDHAND 2ND HAND DEALER/PAWN	0.00
01259	9/13/24- 9/13/25	ISLAND CREATIVE PRT & PUB	MARKETIN MARKETING	0.00
01260	9/14/23- 9/14/24	*WALTS PRODUCE LLC	RETFARM RETAIL - FARM&GARDEN	0.00
01261	9/14/23- 9/14/24	*GABRIELLE'S BABRIELLES	ART ART	0.00
01266	9/25/23- 9/25/24	TAP INTO WINE	RETAIL RETAIL	0.00
01267	9/25/23- 9/25/24	NORTH BY NORTHWEST SVCS LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
01269	9/28/23- 9/28/24	DERIG KATHLEEN	MISC MISCELLANEOUS	0.00
01270	9/28/23- 9/28/24	AMERICAN MARKET B	RETAIL RETAIL	0.00
01271	9/28/24- 9/28/25	GRACEFULLY CLEAN LLC	HOUSECLE HOUSECLEANING	0.00
01272	10/04/23-10/04/24	FILK CORP : DBA SUBWAY	RESTAURA RESTAURANT	0.00
01273	10/04/23-10/04/24	FILK CORP : DBA SUBWAY	RESTAURA RESTAURANT	0.00
01274	10/09/23-10/09/24	PDX PROPERTY INNOVATIONS	CONTPLUM CONTRACTOR-PLUMBING	0.00
01275	10/23/23-10/23/24	CLEARWATER COUNSELING SERVICES	COUNSEL COUNSELING	0.00
01276	10/25/23-10/25/24	LOS PEKES	RETVARI RETAIL - VARIETY	0.00
01277	10/31/23-10/31/24	COCHRAN, INC.	CONTELEC CONTRACTOR-ELECTRICA	0.00
01278	11/06/23-11/06/24	CT PROMOTIONS AND DESIGN	SIGNS SIGNS	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	1	0.00
ACCOUNT ACCOUNTING	1	0.00
ART ART	2	0.00
AUTO AUTO REPAIR	2	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CHILDCAR CHILD CARE	2	0.00
CONSULT CONSULTING	2	0.00
CONTCONC CONTRACTOR-CONCRETE	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	3	0.00
CONTGEN CONTRACTOR-GENERAL	5	0.00
CONTMISC CONTRACTOR-MISC.	2	0.00
CONTPLUM CONTRACTOR-PLUMBING	2	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
COUNSEL COUNSELING	1	0.00
EXCAV EXCAVATION	1	0.00
FOODCART FOOD TRUCK	1	0.00
HOME HOME HEALTH CARE	1	0.00
HEMOCARE HOME CARE	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
HOUSECLE HOUSECLEANING	1	0.00
JANITOR JANITORIAL SERVICES	2	0.00
LAUNDRY LAUNDROMAT/CLEANING	2	0.00
MARINA MARINA/REPAIR SVC	1	0.00
MARKETIN MARKETING	1	0.00
MISC MISCELLANEOUS	2	0.00
NONPROFI NON-PROFIT ORGANIZAT	1	0.00
OILGAS OIL/GAS DISTRIBUTORS	1	0.00
PHOTO PHOTOGRAPHY	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
REC OUT DOOR RECREATION	1	0.00
RENTAPT RENTAL - APARTMENTS	2	0.00
RENTDUPL RENTAL - DUPLEXES	1	0.00
RENTRESI RENTAL - RESIDENTIAL	2	0.00
REPAIR REPAIR - GENERAL	3	0.00
RESTAURA RESTAURANT	4	0.00
RETAIL RETAIL	3	0.00
RETFARM RETAIL - FARM&GARDEN	1	0.00
RETJEWEL RETAIL - JEWELRY	1	0.00
RETVARI RETAIL - VARIETY	2	0.00
SALESMKT INTERNET SALES/MARKE	1	0.00
SIGNS SIGNS	1	0.00
SURVEY SURVEYOR	1	0.00
THERAPY THERAPY/HEALING	1	0.00
VET VETERINARY	1	0.00
TOTAL ALL CODES:	69	0.00

SEQUENCE: License #

*** SELECTION CRITERIA ***

```

License Range:                               thru ZZZZZZZZZZ
License Codes:                               All
Balance:                                     9999999999R thru 9999999999
Fee Codes:                                   All
Fee Paid Status:                             Paid and Unpaid
Origination Dates:                           0/00/0000 thru 99/99/9999
Effective Dates:                             0/00/0000 thru 99/99/9999
Expiration Dates:                            0/00/0000 thru 99/99/9999
Renewal Dates:                               0/00/0000 thru 99/99/9999
Payment Dates:                               0/00/0000 thru 99/99/9999
Print Dates:                                 0/00/0000 thru 99/99/9999
License Status:                              Active
Termination Code:
Paid Status:                                 Paid
City Limits:                                Inside and Outside
Printed:                                     No
Comment Code:

```

** END OF REPORT **

Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
7/12/23	We love the attentiveness of the staff. Always making us feel welcomed. Dan, Michele, and Cam are awesome. Thank you!	None	No	Roberts	Great	12/6/23	Library	N/A	12/6/23
8/28/23	Appreciate the Library being so helpful when I printed resumes! Landed a great job two days later!	None	No	Allen J. Timberman	Great	12/6/23	Library	N/A	12/6/23
11/8/23	East side of Ace store old ramp needs cemented to be plain sidewalk.	Do your jobs	Yes	John D. Nace	Great	12/6/23	Public Works		12/6/23

City Hall – 1st Floor Lobby/ Council Chambers Lobby/Utility Billing & Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
---------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

None